



WEST CHESTER UNIVERSITY OF PENNSYLVANIA
Construction Procurement Office
201 Carter Drive, Suite 200, West Chester, PA 19383
610-436-2706 / fax 610-436-2720
e-mail: bcooper2@wcupa.edu

BID WC 1306
Local Heating Conversions
Boiler Package #1

NOTICE TO CONTRACTORS

Issue Date: December 30, 2013

West Chester University of Pennsylvania of the State System of Higher Education invites interested contractors to submit sealed proposals for:

Project Title: Local Heating Conversions; Main Hall, Ehinger Gymnasium, Ehinger Office Annex's, and Philips Memorial Bldg.

Sealed proposals will be received in the Construction Procurement office of West Chester University. Bids must be time stamped no later than 11:00 on the date of bid opening. The point of contact at the West Chester University is Barb Cooper, Contract Specialist, at 610-436-2706. The Contracting Officer is not the point of contact.

Owner / Issuing Office

Construction Procurement
West Chester University of PA
201 Carter Drive, Suite 200, Room 211
West Chester, PA 19383

Contact Person

Barb Cooper, Contract Specialist
e-mail: bcooper2@wcupa.edu
Phone: 610-436-2706
Fax: 610-436-2720

University Contracting Officer: The University Contracting Officer for this project is Mark Mixner, Vice President for Administration and Finance, Philips Memorial Building, West Chester University.

Brief Description: The project is defined by the Contract Documents and consists of the installation of steam and hydronic boilers and supporting equipment and systems in five locations on the West Chester University campus.

1. This project includes the renovation of **Main Hall's** Mechanical Room's heating hydronic system and the removal of the plant steam for hydronic heating. Also included in this project is the renovation of **Main Hall's** chilled water freeze protection system with hydronic boilers replacing the steam shell and tube heat exchanger.
2. This project includes the renovation of **Ehinger Gymnasium's** steam heating system with the removal of the plant steam piping, and the installation of new steam boilers in the lower area of Hollinger Fieldhouse. The existing spaces will be converted into a new Boiler Room.

3. This project includes the renovation of **Ehinger Office Annex's** steam heating system with the removal of the plant steam piping, and the installation of new air source variable refrigerant flow systems for the offices and packaged heat pump rooftop unit for the classroom.
4. This project includes the renovation of **Philips Memorial Building's** steam heating system with the removal of the plant steam piping, and the installation of new hydronic boilers.

Contract Estimates:

Mechanical Contract WC1306.2 (between 2 million – 2.3 million)

Electrical Contract WC1306.4 (between 360k – 400k)

Project Schedule:

- A. The Notice to Proceed is expected to be issued by March 10, 2014. Contractor shall complete the demolition and renovation of steam and hydronic systems, including all surface and structural alterations within a (29 week) time period of 5-day weeks during specified daytime working hours (8:00 am – 5:00 pm). The completion date is October 3, 2014.
- B. Local building boilers are replacing the central steam plant as the heating source in the buildings: Main Hall, Ehinger Gymnasium and Philips Memorial Building. Local air-source heat pump systems are replacing the central steam plant as the heating source in Ehinger Office Annex. Demolition shall begin after Spring Semester ends (May 10, 2014) and be completed within (8) weeks (**July 5th, 2014**). It is essential that the work be completed in time for the new systems to provide heat for the Fall 2014 heating season.
- C. In lieu of **Liquidated Damages**, the University is requiring that for all buildings where the new heating source is unlikely to be online by October 1, 2014, the contractor must supply temporary boiler(s) by that date, for as long as needed until the new boilers are operational. This decision will be made by mid-August 2014.

Professional: Century Engineering, Inc., New Cumberland, PA 17070

Bid Opening at Issuing Office **January 29, 2014 at 11:00 a.m.** 201 Carter Dr., Suite 200, West Chester

Pre-Bid Meeting and Site Visit will be held on **Tuesday, January 14, 2014 at 10:00 AM**

Contractors shall meet in the auditorium of Main Hall, 720 S. High St., West Chester, PA 19383 for a brief meeting. Contractors will then be escorted to the boiler rooms in each building of the project. Parking is very limited in the area so please allow time to find parking.

Failure of the bidder to visit the site take into account site conditions that affect the work and include in their bid, shall not be considered cause for an increase in the contracted amount.

Contractor questions:

Prior to submitting a bid contractors may submit questions regarding the project and/or bid requirements. Questions must be submitted in writing no later than the close of business, **Friday, January 17, 2014** to Barb Cooper via e-mail at bcooper2@wcupa.edu. All questions received will be answered in writing in a published Addendum that will be issued to all plan holders of record.

Project Location / Directions:

Main Hall, 720 S. High St., West Chester, PA 19383;
Ehinger Hall, 700 S. Church St., West Chester, PA 19383;
Philips Memorial Bldg., 700 S. High St., West Chester, PA 19383. For directions to the University and campus map please log onto <http://www.wcupa.edu/visitors/drivingDirections.aspx>.

Minority and/or Women Business Enterprise Proactive Solicitation Requirement: 10% REAA
MBE/WBE Participation Level, Reasonable Effort Award Amount (REAA)

Bid Guaranty 10% of Bid Amount

Proposal Period: 60 calendar days allowed from Bid Opening until Award of Contract

Contract Approval Period: 120 calendar days allowed from Bid Opening until Notice to Proceed

Plans and Specs:

The Bid Package, including plans and specifications will be available on a CD at no cost. To request a CD, send your request via fax to 610-436-2720 or e-mail to bcooper2@wcupa.edu. Your request must include your full company name, address, phone, fax, contact person's name and e-mail. Bid packages can be picked up at 201 Carter Drive, Suite 200, Room 211, West Chester, PA 19383. Please call ahead to assure availability. If you would like the plans and specifications sent to you, please provide your FedEx account number to pay for the shipping charges.

Bid Results and Project Notices can be obtained through the West Chester University Construction Procurement website at: <http://www.wcupa.edu/INFORMATION/AFA/FBS/PROC/CP/CPBid.asp>

CONTRACTUAL REQUIREMENTS

Bid Guaranty

The University has determined that for this work a bid guaranty is required. As a bid guaranty, a Certified Check, Bank Cashier's Check or BID Bond must accompany each proposal. If a Bid Bond is submitted, it must be in the amount of 10% of the contract bid proposal amount, and it **must be submitted on the System furnished Bid Bond Form**. FAILURE to submit a bid guaranty; and if a Bid Bond is used as a Bid Guaranty, failure to submit a completed **(all signatures and seals)** System-furnished Bid Bond Form will result in the rejection of the Bid Proposal as non-responsive.

Performance and Payment Bonds

Bond requirements are contained in Rider F-Contract Bonds of the Standard Form of Agreement for Facilities Projects. 100% Performance, 100% Payment, 10% Maintenance

Nondiscrimination:

The State System of Higher Education is an equal opportunity employment agency with nondiscrimination/sexual harassment requirements, as contained in the bid proposal form.

Debarred Contractors:

Contractors currently under suspension or debarment by the Commonwealth, any other state, or the federal government, are not eligible for an award of contract for this project. Additionally, contractors should not contract with or employ subcontractors or individuals that are currently under suspension or debarment by the Commonwealth or the federal government. A current list of suspended or debarred contractors is available by contacting the Department of General Services, Office of Chief Counsel, North Office Building Room 603, Harrisburg, Pa. 17125.

Prevailing Wage Requirements

The Pennsylvania Department of Labor and Industry, through the Bureau of Labor Law Compliance determines prevailing wage rates for the construction industry and enforces the rates and classifications for construction projects of \$25,000 or more when public funds are involved. For information about the Regulations for Pennsylvania Prevailing Wage Act, contact the Bureau of Labor Law Compliance by telephone at 800-932-0665 or on the internet at

http://www.portal.state.pa.us/portal/server.pt/community/prevailing_wage/10519.

Prevailing Wages applicable to this project are provided in the bid package. All prime contractors and their subcontractors, must complete a Payroll Certification for Public Works Projects each week of the contract.

Product Substitution:

Any product substitution requests shall be submitted to the design professional a minimum of 10 calendar days prior to the date set for receipt of bid proposals. Those product substitutions that are accepted will be published in an addendum. After the bid opening, product substitutions will be considered only for those conditions listed in Section 01631-Product Substitutions.

MBE/WBE Participation:

The contractor must demonstrate that he has complied with the State System of Higher Education Draft Regulation Minority Business Enterprise and Women Business Enterprise (MBE/WBE) in facilities projects, as outlined in the bid proposal form, in the preparation and submission of their bid proposal.

All bidders must directly contact certified MBW/WBE subcontractors and/or suppliers to request quotes. Bidders must solicit MBE/WBE firms in a timely manner to allow sufficient time for a response, in the same manner bidders solicit from other subcontractors and suppliers. In order for a solicitation to be considered a qualified proactive solicitation, the request for quotations must contain the following minimum information:

1. The solicitation must be written, and on the bidders business letterhead.
2. The date of the solicitation.
3. The name and address of the MBE/WBE firm being solicited.
4. The Project name and number.

5. A listing of the specific equipment, materials, supplies, including approximate quantities, that the bidder intends to purchase or lease. The scope of work for any subcontract work should be clearly outlined.
6. Instructions as to where the plans and specifications (if not attached) are available for the MBE/WBE firm to review.

Information regarding the availability of certified Minority and Women Business Enterprises (MBE/WBE) may be obtained from the Commonwealth of Pennsylvania, Bureau of Contract Administration and Business Development, at 717-783-3119 or 412-826-5656. You may also access the following web page in order to identify MBE/WBE: <http://www.dgs.state.pa.us/cabd/mwbddata.htm>. Those minority and women owned businesses certified by the Department of General Services, as listed therein or subsequently certified, will be pre-approved and acceptable to the System as MBE/WBE firms. Contractors may also submit other minority and women owned businesses that have been certified by other states or by other duly constituted public bodies.

Identification

All vendors and outside contractors are required to display at all times picture identification for all occupied Residence Halls. If a vendor or contractor does not have an identification card to display, a temporary one day card will be provided by the Department of Public Safety. Those needing a temporary identification card must report to the Public Safety dispatch window located in the Church Street lobby of the Peoples Building. The one-day temporary identification must be returned to Public Safety at the end of each day.

Financial Requirements:

To be deemed a responsible bidder, the bidder shall be capable of proving ownership of current assets over and above the current liabilities in amount equal to at least 20% of the bid price if the bid price is under \$2,000,000.

Insurance:

The Insurance Requirements are listed in Rider B of the attached sample contract.

Taxes

Contractor shall pay all sales, consumer, use and other similar taxes as required by law. Since the State System is an instrumentality of the commonwealth of Pennsylvania, the sale at retail to or use by a construction contractor of building machinery and equipment and services thereto that are transferred to the State System may possibly be excluded from some or all of such taxes. Forms and directions on the manner of obtaining exclusions from sales taxes may be obtained from any office of the Pennsylvania Department of Revenue or via <http://www.revenue.state.pa.us/>.

Public Works Employment Verification Act 127

The Commonwealth of Pennsylvania enacted Act 127 of 2012, known as the Public Works Employment Verification Act ('the Act'), which requires all public work contractors and subcontractors to utilize the Federal Government's E-Verify system (EVP) to ensure that all employees performing work on public work projects are authorized to work in the United States.

PA E-Verify is applicable for all public works contractors and subcontractors under a public works project:

- 1) for which the total project cost is excess of \$25,000; and
- 2) which are executed on or after January 1, 2013.

The term “public works contractor” does not include persons that are material suppliers for a project.

The Department of General Services’ (DGS) Public Works Employment Verification Compliance Program is responsible for the administration, education, and enforcement of the Act. It provides contractors and subcontractors with educational outreach, conducts investigations when complaints are received, and conducts random audits to ensure compliance with the requirements of this Act. Contracts resulting from this solicitation will fall under the Act and the associated DGS compliance program.

Information on the Act and DGS' program are available on this DGS web site:

http://www.dgs.state.pa.us/portal/server.pt/community/construction_and_public_works/1235/public_works_employment_verification/1357211

Contractors will be required to sign and submit to the university, as a pre-condition of being awarded a contract, the Commonwealth of Pennsylvania Public Works Employment Verification Form.

Subcontracts between a public works contractor and its subcontractors shall contain notification of the applicability of the Act, information regarding the use of the EVP, and reference to DGS’ website at www.dgs.state.pa.us to obtain a copy of the required Commonwealth of Pennsylvania Public Works Employment Verification Form. Additionally, Contractors will require each of their subcontractors to sign and submit to the university, prior to that subcontractor performing work at the project site, the Commonwealth of Pennsylvania Public Works Employment Verification Form.

The Commonwealth of Pennsylvania Public Works Employment Verification Form is available on DGS’ web site and/or through the university.

Contractors will comply with all other requirements of the Act, and also require each of their subcontractors to comply, which includes maintaining documentation of continued compliance with the Act by utilizing the EVP for new employees hired throughout the duration of the public works contract.